



Request For Quotes

RFQ Number: 26-99

Date of Issuance: September 9, 2026

The Marion County Housing Authority (MCHA) will accept quotes until the date and time specified below,

Replacement of all exterior doors that lead into residential units at 606 Illinois Street, Alma, IL

Pre-Quote Meeting will be held: September 18, 2026 at 10:00 AM

Quote Deadline: September 29, 2026 at 2:00 PM

Office of Marion County Housing Authority

719 E Howard Street

Centralia, IL 62801

The point of contact shall be the MCHA Procurement Specialist.

Phone: (618) 532-1894 Ext: 310

Email: modernization@mchahomes.org

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A. Project Overview

The Marion County Housing Authority (MCHA) is undertaking an exterior door replacement project at 606 Illinois St. to improve security, durability, and overall property appearance. This procurement seeks a qualified contractor to remove existing exterior doors and install new units in accordance with the specifications outlined below.

The scope of work includes providing all labor, materials, equipment, and supervision necessary to replace designated exterior doors, install new hardware, ensure proper weather sealing, and verify that all installations meet current building standards. This work improves access, efficiency, and long-term reliability.

B. Base Scope of Work

1. Removal & Disposal

- Remove existing storm doors, exterior doors, frames, thresholds, hardware, and all associated components.
- Ensure removal does not damage surrounding building elements.
- Contractor shall haul away all debris and dispose of it at an approved location.

2. Door & Frame Installation

- Install twelve (12) pre-hung 36" x 80" exterior doors with 4 9/16" adjustable steel frames.
- MCHA will supply the complete pre-hung door units.
- Doors and jambs are factory primed white and do not require painting.

3. Hardware Installation

- Install new commercial-grade door hardware, including non-locking passage handles and deadbolts.
- MCHA will supply passage handles, deadbolts, and strike plates.
- Contractor shall provide all remaining required hardware to complete installation.

4. Trim & Finish Work

- Furnish and install new exterior brickmould and interior casing as required for a complete, finished installation.
- Brickmould shall be white with no wrapping.
- Interior casing shall be white.
- MCHA will supply paint as needed for touch-up or finish work.

5. Weatherproofing & Performance Requirements

- Ensure proper flashing, sealant, and moisture-barrier integration to achieve a fully watertight installation.
- Verify all doors operate smoothly, latch properly, and seal tightly with no visible daylight around the perimeter.

C. Terms and Deadline

1. Pre-Quote Conference

A Pre-Quote Conference will be held at 10:00 AM on September 18, 2026, at 606 Illinois Street, Alma, IL. Contractors arriving after 10:10 AM will not be admitted.

2. Quote Submission

Quotes must be received no later than 2:00 PM on September 29, 2026.

3. Project Completion Deadline

The Contractor must complete all required work no later than October 29, 2026, which shall serve as the established completion date.

D. General Requirements and Information

1. Davis-Bacon Wage Requirements

All contractors must comply with the Davis-Bacon and Related Acts (DBRA). Contractors are responsible for obtaining the applicable wage determination for this project from [SAM.gov](https://sam.gov) and ensuring they use the correct rates. Weekly certified payrolls must be submitted before any payment will be issued. General information on DBRA requirements may be found at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

2. Certificate of Insurance

All bids must include a current Certificate of Insurance showing general liability and workers' compensation coverage. If awarded a contract, the Contractor must provide an updated Certificate of Insurance listing the Marion County Housing Authority (MCHA) as an additional insured, in accordance with HUD PHA insurance requirements. The updated certificate must be sent directly to MCHA by the Contractor's insurance broker.

3. Applicable Licenses

All bids must include copies of any licenses required to perform the Scope of Work described in this solicitation.

4. Quote Delivery

Quotes may be delivered by e-mail to modernization@mchahomes.org, hand-delivered to the office, placed in the drop box, or mailed to MCHA at **719 E Howard St, Centralia, IL**. All quotes must be received by the date and time stated above to be considered.

5. Questions

For questions regarding this solicitation please contact the Marion County Housing Authority's Procurement Specialist by email at modernization@mchahomes.org or by phone at (618) 532-1894 Ext: 310

E. Contractor Responsibilities & Damage Liability

1. Code, Standards, and Compliance

- All work must comply with local building codes, manufacturer specifications, applicable residential construction standards, and ADA requirements where applicable.
- Contractor shall use code-compliant materials and follow all manufacturer installation requirements.
- Contractor is responsible for obtaining any required permits and coordinating inspections when applicable, and must comply with all AHJ requirements.

2. Coordination & Communication

- Coordinate unit access, scheduling, and resident notifications with Housing Authority staff to minimize disruption.
- Maintain regular communication with the Procurement Specialist regarding progress, issues, and scheduling changes.
- Contractor must obtain approval from the Procurement Specialist before submitting any invoice.
- If unforeseen conditions arise during construction that require additional work to achieve satisfactory completion, the contractor must notify MCHA immediately before proceeding.

3. Site Management & Safety

- Perform daily cleanup, remove all debris, and maintain safe, orderly work areas throughout the project.
- Maintain safe access routes for residents and staff at all times.
- Store materials and equipment in designated areas only; do not block sidewalks, driveways, or emergency access routes.
- Follow all OSHA safety requirements and ensure all workers use proper PPE.

4. Protection of Property

- The contractor is fully responsible for repairing any damages to buildings, driveways, fences, landscaping, or other property caused by their personnel or subcontractors.
- All repairs must meet the satisfaction of MCHA; if not, liquidated damages equal to the cost of restoration will be deducted from the contract amount.
- Protect existing utilities, finishes, and resident belongings during all phases of work.

5. Documentation & Closeout Requirements

- Provide all required warranties, including manufacturer and workmanship warranties.
- Provide inspection approvals and utility coordination documents, when applicable.
- Submit a final punch list and complete all corrective items prior to final payment

F. Attachments**1. Site Map**

 = Approximate location of doors requiring replacement.

